



# Department of Human Resources

## Open-Competitive Exam Announcement

**Please Post Conspicuously**

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County Executive

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Director

**OC-67786**

**Director of Personnel**

Application Fee: **\$15.00**

Examination Date: **June 14, 2003**

Closing Date for Filing: **May 7, 2003**

Salary: **Varies by Jurisdiction**

Employment Opportunities: **The eligible list may be used to fill vacancies at other agencies with this title served by the Monroe County Civil Service Commission.**

**Minimum Qualifications: EITHER:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus six (6) years of full-time or its part-time equivalent paid experience in personnel activities including recruitment and selection, benefits administration, labor or employee relations, position classification or staff development and training, three (3) years of which shall have been in a supervisory capacity; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Personnel Administration, Public Administration, or Business Administration, PLUS five (5) years of paid experience as described in (A), three (3) years of which shall have been in a supervisory capacity; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Personnel Administration, Public Administration, or Business Administration, plus four (4) years of paid experience as described in (A), three (3) years of which shall have been in a supervisory capacity.
- (D) Any equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

\* part-time equivalent experience is as follows:

- 0-9 hours per week = no credit
- 10-19 hours per week = 1/4 (one-quarter) of full-time work
- 20-29 hours per week = 1/2 (one-half) of full-time work
- 30 hours or more per week = full-time work

Work experience must be paid full-time, or its part-time equivalent. Employment dates, average number of hours worked per week, and job duties must be included.

**Residency Requirement:**

Applicants must be residents of Monroe County for at least four (4) months at the time of examination.

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### Fees:

- ❖ A \$15.00 **Non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.
- ❖ Make check or money order payable to: Monroe County Director of Finance
- ❖ Write your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a \$15.00 charge for returned checks. We do not accept cash.

### Exception to Fee Requirement:

An exception to the application fee will be made only for persons receiving Supplemental Security Income (SSI) payments or public assistance, provided Foster Care or certified as Workforce Investment Act (WIA) eligible through a state or local social service agency, and for those who are unemployed and primarily responsible for the support of a household. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete an application fee waiver request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

### Description of Duties:

This is an administrative and supervisory job involving responsibility for formulating and administering the personnel policies of a town or school district. Employees of this class receive general supervision from, and report directly to, an administrator. Direct supervision is exercised over clerical staff, student interns and/or professionals.

### Scope of Examination:

A multiple-choice written test will cover knowledge, skills and /or abilities in such areas as:

#### 1. Classification system administration

These questions test for a knowledge of position classification in the public sector. Questions may include such areas as the general objectives of a classification system; the conduct of job audits and classification surveys; the evaluation of positions as related to position allocation; and the preparation of class specifications.

#### 2. Labor/Management Issues

These questions test for a knowledge of labor/management issues relating to the administration of a negotiated labor agreement and for the ability to interpret and apply the terms and conditions of the agreement. Questions may cover such areas as dealing with union representatives, employee grievances, disciplinary actions, arbitration, employee leave policy, performance evaluations, training, employee assistance programs, health and safety matters, layoff procedures, health insurance benefits, and salary adjustments.

#### 3. Public personnel administration

These questions test for a knowledge of the principles and practices used in applying New York State, Federal and local laws, rules, and policies to situations encountered in planning and executing the personnel functions in a governmental agency. Questions may cover such areas as recruitment, selection, and placement; position classification; performance evaluation; and employee relations.

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### 4. Recruitment, selection and placement

These questions test for a knowledge of planning and implementing programs to hire employees for certain public titles and occupational fields. Questions may cover such areas as determining personnel needs, analyzing job content, ordering examinations, recruitment, and interviewing techniques and processes.

### 5. Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline.

### **Calculators and Reference Materials:**

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **OPTIONAL** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

### **Applications:**

Applications may be obtained at the address or web-site indicated at the bottom of this page and must be postmarked or filed in the Monroe County Department of Human Resources by the closing date for filing for this examination.

### **Candidates Must Record the Exam Number and Title on the Application.**

### **Note:**

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

### **Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

### **Special Requirement for Appointment in School Districts and BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

### **Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with the

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Veteran's Administration. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

### **Children of Firefighters and Police Officers Killed in the Line of Duty:**

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

### **Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)] or if you have a disability that requires special accommodations for you to participate in an examination, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

### **Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

### **Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date, must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources two (2) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a crossfiler form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours, and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

### **Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at 428-5550.

**Issue Date:** April 7, 2003